



Globe Language Services, Inc.  
 Evaluation Service  
 305 Broadway, Ste. 401, New York, NY 10007  
 Tel: (212) 227-1994 Fax: (212) 693-1489  
 E-Mail: globe@globelanguage.com

**APPLICATION FOR EDUCATIONAL CREDENTIALS EVALUATION**  
**PLEASE FILL OUT ALL INFORMATION**

\*Have you applied to Globe Language Services, Inc. before?  NO  YES When?

1. Last Name\*  1a. First Name\*  1b. Middle Name   
 2. Street Address\*  Apt/Ste/Flr   
 2b. City\*  2c. State/Province\*  2d. Zip Code\*   
 3. Date of Birth\*  2f. Phone No.\*  2g. Fax No.   
 4. E-mail:  5. Country of Studies\*   
 6. Social Security #:   Male\*  Female\*

**7. If you would like this Evaluation mailed to an agency or another person, please provide name and address below:**

The fee includes one evaluation report (*except for Course-by-Course*). If you would like a copy mailed to an additional address, please provide name and address. Please include appropriate fees, as listed below.

For D.C.A.S. please provide the Exam #  and Title

7a. Name of Person or Agency   
  
 7b. Address  Apt/Ste/Flr   
  
 7c. City  7d. State/Province  7e. Postal Code   
 7f. Country  7g. Phone No.  7h. Fax No.

**MAILING SERVICES (Please Note: Original documents will ONLY be returned via Express Mail)**

- International (\$15)  Priority (\$15) Not available for D.C.A.S. **U.S.A. only**  D.C.A.S. PostCard (\$3)  
 International Express (\$70)  Express (\$40)  Stamped Envelope Enclosed  Sealed Envelopes (\$5 Each)

**TYPE OF EVALUATION**

Note: Fees do not include translation

- Diploma/Degree.....(\$90)..... 10 BUSINESS DAYS  
 Course-by-Course.....(\$180).....10 BUSINESS DAYS  
 Calculation of GPA for High School Diploma Evaluation.....(Additional \$40)  
 Consolidation of credits and grades if these appear on separate documents.....(Additional \$50)  
 Number of Duplicates (\$20 each with this request) Each duplicate requested at a later time will cost \$40.

**RUSH FEES**

(additional)

- 1-Day **(\$175)**  
 3-Day **(\$100)**  
 5-Day **(\$50)**

**8. The name on the credit card must match the name on the application. Money orders also accepted.**

Credit Card\*:  Credit Card Number\*:   
 CVV2\*:  (3 numbers on back of credit card OR 4 numbers on front of American Express Card) Expiration Date\*:   
 Billing Address\*:  Apt/Ste/Flr   
 City\*  State/Province\*  Postal Code\*   
 Cardholder's Name\*:  Authorized Amount\*:

I hereby affirm that: a) the information provided by me is correct; b) I agree to the terms herein stated; c) I understand this report is advisory and is not binding on anyone who uses it; d) I release Globe Language Services, Inc. from any liability for damages resulting from the use of the evaluation report by me or any agency or institution. Globe Language Services, Inc. reserves the right to request additional information, including original documents, and to verify documents with issuing institutions.

**Fees are non-refundable.**

Signature  Printed Name  Date

## INSTRUCTIONS

### A. TYPES OF EVALUATION REPORTS

1. **Diploma/Degree Equivalent**  
This report gives an equivalent for each diploma or certificate and indicates dates of attendance. Used for: employment; immigration; licensing in some fields; education when transfer credit is not expected.
2. **Course-by-Course**  
This report provides the same information as the Diploma/Degree report and also includes a breakdown of credits for all study after secondary school. Grade equivalents are given for transfer credit or further education. Used for transfer credit; professional certification/licensing; employment. (Log on to [www.globelanguage.com](http://www.globelanguage.com) if you need more information).

### B. DOCUMENTATION

1. **General Guidelines**
  - ORIGINAL diplomas and transcripts must accompany each application
  - A set of photocopies of all originals.
  - Globe Language Services, Inc. reserves the right to request that official transcripts be sent to our office directly by the issuing institutions.
  - Certified and notarized professional English translations of all documents are required. (Globe Language Services, Inc. will also translate your documents for a moderate fee. Please download a translation application form from [www.globelanguage.com](http://www.globelanguage.com)).
  - All photocopies and translations become the property of Globe Language Services, Inc.
  - Transcripts received directly from the issuing institutions become the property of Globe Language Services.
  - Original Documents will be returned provided Express Mail is chosen as the delivery option or a pre-paid Express Mail envelope is provided.
  - Original Documents CANNOT be returned via regular or Priority Mail.
2. **Documentation for Diploma/Degree Equivalents**  
Applications must be accompanied by all original diplomas or certificates; when a grade average is requested, a complete transcript reflecting grades must accompany the application.
3. **Documentation for Course-by-Course Reports**  
Applications for Course-by-Course reports must be accompanied by the same documents required for Diploma/Degree equivalent reports plus transcripts, mark sheets or diploma supplements listing all studies completed; syllabi may be requested by Globe Language Services, Inc. after a preliminary review of credentials.
4. **Requests for Additional Documentation**  
In case of incomplete documentation or information, a request for documents will be issued. An evaluation report will be prepared after all documents have been submitted to the satisfaction of Globe Language Services, Inc.

### C. TERMS

1. **Extra Copies** - One original report is included in the evaluation fee. Additional original duplicate copies requested with the initial application cost \$20.00 each. Each duplicate requested at a later date will cost \$40.00.
2. **Re-evaluation** - Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required. When an applicant requests that a Diploma/Degree equivalent report be changed to a Course-by-Course, the fee of \$180.00 is required.
3. **Reassessment of Educational Equivalencies** - Evaluations are based upon the best information and resources currently available to professional evaluators in the United States. Globe Language Services, Inc. reserves the right to reassess educational equivalencies as additional information becomes available.
4. **From Course-by-Course to Diploma/Degree Equivalent Report** - If Globe Language Services, Inc. determines that a Course-by-Course evaluation report cannot be prepared; a Diploma/Degree Equivalent Report will be issued.
5. **Verifications** - Globe Language Services, Inc. reserves the right to verify documents with issuing institution(s) and/or request that a credential be issued in English if the issuing institution prepares English language credentials. Additional cost for verification will be borne by the applicant with his/her prior permission. Once documents are sent for verification due dates are no longer applicable.
6. **Forged and Altered Documents** - When it has been determined that any documents submitted have been forged or altered in any way, the application will be canceled and no evaluation report will be prepared. The documents become the property of Globe Language Services, Inc. All recipients indicated on the application form will be notified. No refund will be issued.
7. **Refunds** - Refunds are only issued if there has been an overpayment. No refunds will be issued after the application has been received.
8. **Globe Language Services, Inc. reserves the right not to accept an application for evaluation.**

**THE EVALUATION STANDARDS FOLLOWED ARE THOSE APPROVED BY THE NATIONAL COUNCIL ON THE EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS.**

**(George R. Fletcher, Ed.D., Director. Member, AICE, ATA, EAIE, NAFSA)**

**Globe Language Services, Inc. is a Charter Member of the Association of International Credential Evaluators (AICE)**

In the preparation of evaluation reports, every effort is made to consult appropriate resources in order to provide the most accurate evaluations possible in relation to the applicant's request. Reference works consulted are listed on the evaluation.